

ADANSI RURAL BANK LIMITED



CORPORATE ACCOUNT OPENING APPLICATION FORM

ADANSI RURAL BANK LIMITED

REQUIRED DOCUMENTS

SOLE PROPRIETOR

FORM A (CERTIFIED TRUE COPY)

- Present the original and a photocopy

REGISTRATION CERTIFICATE (CERTIFIED TRUE COPY)

- Present the original and a photocopy

RENEWAL OF CERTIFICATE SLIP (where certificate of registration is more than 12 months old)

- Present the original and a photocopy

RESOLUTION OF THE PROPRIETOR REGULATING THE CONDUCT OF THE ACCOUNT (sample provided)

SPECIMEN SIGNATURES OF THE AUTHORIZED SIGNATORIES (mandate slip provided)

PROOF OF LOCATION ADDRESS e.g Utility bill (water or electricity) in your company's name. where the bill are not in the company's name, present a tenancy agreement and a bill.

- Present the original and a photocopy

VALID ID OF SOLE PROPRIETOR (AND ANY ADDITIONAL SIGNATORY) EG: DRIVERS LICENSE, PASSPORT OR VOTER'S ID CARD

- Present the original and a photocopy

1 PASSPORT SIZE PHOTOGRAPH OF SOLE PROPRIETOR (AND ANY ADDITIONAL SIGNATORY)

INTRODUCTION BY A CURRENT ACCOUNT HOLDER OR A LETTER OF INTRODUCTION FROM AUDITORS OR LAWYERS, OR A COPY OF THE LATEST ANNUAL AUDITED REPORT

INITIAL DEPOSIT – GHS.....

COMPANIES LISTED UNDER THE COMPANIES ACT

LIMITED LIABILITY COMPANY/ COMPANY LIMITED BY GUARANTEE/ UNLIMITED GUARANTEE

REGULATIONS OF THE COMPANY

- Present the original and a photocopy

CERTIFICATE OF INCORPORATION (CERTIFIED TRUE COPY)

- Present the original and a photocopy

CERTIFICATE TO COMMENCE BUSINESS (CERTIFIED TRUE COPY)

- Present the original and a photocopy

FORM 3 (CERTIFIED TRUE COPY)

- Present the original and a photocopy

RESOLUTION OF THE BOARD OF DIRECTORS REGULATING THE CONDUCT OF THE ACCOUNT ON THE COMPANY'S LETTER HEAD SIGNED BY THE CHAIRMAN AND SECRETARY OR ANY TWO DIRECTORS (sample be provided)

SPECIMEN SIGNATURES OF THE AUTHORIZED SIGNATORIES (mandate slip provided)

PROOF OF LOCATION ADDRESS e.g Utility bill (water or electricity) in your company's name. where the bills are not in the company's name, present a tenancy agreement and a bill.

- Present the original and a photocopy

A LETTER OF INTRODUCTION FROM AUDITORS OR LAWYER, OR COPY OF LATEST ANNUAL AUDITED REPORT

A VALID NATIONAL IDENTIFICATION OF DIRECTORS AND SIGNATORIES

Eg: PASSPORT, DRIVER'S LICENSE, OR VOTER'S ID CARD

- Present the original and a photocopy

ONE PASSPORT SIZE PICTURE OF EACH DIRECTORS AND SIGNATORY

A VALID NATIONAL IDENTIFICATION AND ONE PASSPORT PICTURE OF EACH SHAREHOLDER (IF COMPANY IS NOT LISTED ON THE STOCK EXCHANGE)

INITIAL DEPOSIT (COMPANY'S WITH STATED CAPITAL ABOVE GHS.....)

INITIAL DEPOSIT (COMPANY'S WITH STATED CAPITAL BELOW GHS.....)

REGISTERED ASSOCIATION / CLUB/ SOCIETY

REGISTRATION CERTIFICATE (CERTIFICATE TRUE COPY)

- Present the original and a photocopy

REGULATIONS OF THE ASSOCIATION

- Present the original and a photocopy

RESOLUTION REGULATING THE CONDUCT OF THE ACCOUNT ON THE ASSOCIATION'S LETTER HEAD SIGNED BY THE CHAIRMAN AND SECRETARY OR ANY TWO EXECUTIVE (sample be provided)

SPECIMEN SIGNATURES OF THE AUTHORIZED SIGNATORIES (mandate slip provided)

PROOF OF LOCATION ADDRESS e.g Utility bill (water or electricity) in your association's name. Where the bills are not in the company's name, present a tenancy agreement and a bill.

A VALID NATIONAL IDENTIFICATION OF EXECUTIVES AND SIGNATORIES

Eg: PASSPORT, DRIVER'S LICENSE, OR VOTER'S ID CARD

- Present the original and a photocopy

ONE PASSPORT SIZE PICTURE OF EACH DIRECTOR AND SIGNATORY

INITIAL DEPOSIT.....

UNREGISTERED ASSOCIATION/ CLUB/ SOCIETY

REGULATIONS OF THE ASSOCIATION/ CLUB/ SOCIETY

- Present the original and a photocopy

RESOLUTION REGULATING THE CONDUCT OF THE ACCOUNT ON THE ASSOCIATION'S LETTER HEAD SIGNED BY THE CHAIRMAN AND SECRETARY OR ANY TWO EXECUTIVE MEMBERS OF THE ASSOCIATION (sample be provided)

RESOLUTION NOMINATING SIGNATORIES OF THE ACCOUNT ON THE ASSOCIATION'S LETTER HEAD

SPECIMEN SIGNATURES OF THE AUTHORIZED SIGNATORIES (mandate slip provided)

PROOF OF LOCATION ADDRESS e.g Utility bill (water or electricity) in your association's name. Where the bills are not in the association's name, present a tenancy agreement and a bill.

A VALID NATIONAL IDENTIFICATION OF EXECUTIVES AND SIGNATORIES

Eg: PASSPORT, DRIVER'S LICENSE, OR VOTER'S ID CARD

- Present the original and a photocopy

ONE PASSPORT SIZE PICTURE OF EACH EXECUTIVE AND SIGNATORY

PARTNERSHIP

CERTIFICATE OF INCORPORATION

- Present the original and a photocopy

DEED OF AGREEMENT BETWEEN PARTNERS OR FORM A

- Present the original and a photocopy

RESOLUTION REGULATING THE CONDUCT OF THE ACCOUNT ON THE COMPANY'S LETTER HEAD SIGNED BY TWO PARTNERS (sample be provided)

SPECIMEN SIGNATURES OF THE AUTHORIZED SIGNATORIES (mandate slip provided)

RESOLUTION NOMINATING SIGNATORIES OF THE ACCOUNT ON THE COMPANY'S LETTER HEAD SIGNED BY ANY TWO PARTNERS

A VALID NATIONAL IDENTIFICATION OF EXECUTIVES AND SIGNATORIES

Eg: PASSPORT, DRIVER'S LICENSE, OR VOTER'S ID CARD

- Present the original and a photocopy

ONE PASSPORT SIZE PICTURE OF EACH PARTNER AND SIGNATORY

PROOF OF LOCATION ADDRESS e.g Utility bill (water or electricity) in your association's name. Where the bills are not in the association's name, present a tenancy agreement and a bill.

- Present the original and a photocopy

INTRODUCTION BY A CURRENT ACCOUNT HOLDRE OR A LETTER OF INTRODUCTION FROM AUDITORS OF LAWYERS, OR A COPY OF THE LATEST ANNUAL AUDITED REPORT

INITIAL DEPOSIT.....

PARTICULARS OF ACCOUNT

(PLEASE USE INK AND BLOCK CAPITAL LETTERS, IN OTHER CASES PLEASE TICK CLEARLY THE APPROPRIATE BOX)

TYPE OF ORGANISATION: *(Please tick where applicable)*

- Sole Proprietorship Association Clubs and Societies
Company Limited by Liability Company Unlimited by Liability Company Unlimited by Guarantee
Company Limited by Guarantee Partnership

Account Type Requested *(Please tick where applicable)*

PROFILE OF ORGANISATION

Initial Deposit

Name of Business

Nature of Business

Registration no..... Date of issue.....

Address of principal place of business (Please provide landmark)	Mailing Address

Telephone no(s)..... Fax No(s).....

E-Mail Address.....

PURPOSE FOR ACCOUNT OPENING

Savings Business Operation Loan Service/ Debt Repayment Other, please specify

SOURCE OF FUNDS FOR THE ACCOUNT

Source of funds passing through the accounts *(Please tick where applicable)*

Proceeds from Business Investment Proceeds *(please specify type of investment)*

Donation & Gifts Members Contributions/ Dues Other, please specify

Anticipated volume and type of transaction (please provide answers to the questions below)

TRANSACTIONS	ANTICIPATED NO. OF TRANSACTIONS PER MONTH	ANTICIPATED NO. OF TRANSACTIONS PER MONTH
Deposits		
Withdrawals		

ACCOUNTS WITH OTHER BANKS	
Name of the Bank and Branch	Account name and number

DETAILS OF PARTNERS/ PROPRIETOR/ DIRECTORS/ EXECUTIVE

Name	Residence Address	Mailing Address	Contact Number	Signature

OTHER PERSONS WITH CONTROL OVER THE ACCOUNT NOT LISTED IN REGISTRATION DOCUMENT

Name	Residence Address	Mailing Address	Contact Number

DETAILS OF SHAREHOLDERS (for only Limited liability companies not listed on the stock exchange)
(WHERE SHAREHOLDERS ARE DIFFERENT FROM DIRECTORS)

Name	Residence Address	Mailing Address	Contact Number

DETAILS OF SIGNATORIES

(WHERE SIGNATORIES ARE DIFFERENT FROM PARTNERS/ PROPRIETOR/ DIRECTORS EXECUTIVES)

Name	Residence Address	Mailing Address	Contact Number

SIGNATURE/ MANDATE

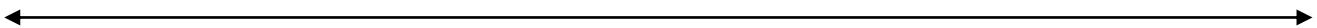
PHOTO			
SIGNATURE 1			
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SIGNATURE 3			

PHOTO			
SIGNATURE 1			
SIGNATURE 2			
SIGNATURE 3			

SIGNING INSTRUCTION AS PER RESOLUTION NOMINATING SIGNATORIES

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OFFICIAL USE ONLY



OPENING DATE:	
CLERK/ IMPUTER'S NAME:	SIGNATURE
OFFICER/ AUTHORIZER'S NAME:	STAMP/ SIGNATURE